

## Human Resources

### PAID INTERNSHIP/CO-OP PROGRAM



Civil Engineering majors who have completed their sophomore year and have a cumulative GPA of 2.5 or above are eligible to apply.

To be considered, applicants must submit the following: 1) a completed employment application (can be found on this website); 2) a completed [internship survey form](#); 3) a resume and cover letter; and 4) a copy of the applicant's most recent school transcripts (unofficial transcripts will be accepted).

The application materials listed above should be submitted to:

New Hampshire Department of Transportation  
Bureau of Human Resources  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483

#### ***Salary Range***

Internships with NH DOT are non-benefit positions. The salary range is (\$10.42 - \$13.37 per hour effective 1-4-2008)

#### ***Upon Hire***

Prior to beginning work, students that receive and accept an internship offer with DOT will be required to: 1) sign a I-9, Employment Eligibility Verification; and 2) provide proof of eligibility to work in the United States (Soc. Sec. card, birth certificate etc.).

#### ***Benefits***

Participants of the internship/co-op program are not eligible for any employee benefits (e.g. health insurance, holidays, paid leave).

#### ***Co-Op/Internship Credit***

DOT will work with students in completing the forms necessary for them to obtain school credit for their internship/co-op. The student should be responsible for providing DOT with the appropriate paperwork as required